

Board Liaison/Assistant Corporate Secretary

The General Counsel and Corporate Secretary of State Compensation Insurance Fund requires a Board Liaison/Assistant Corporate Secretary to work with her and her team on Board of Directors matters. The Board Liaison will be at the center of Board operations and will be responsible for coordinating Board and Committee meetings, ensuring that the Board and Committees are meeting their obligations as set forth in the Committee Charters, and more.

Responsibilities include:

- Day to day administration of the Corporate Secretary function at State Fund
- Manage the scheduling of all Board and Committee meetings and related logistics
- Develop meeting agendas, coordinate briefing materials, work closely with the Executive Committee members and their assistants
- Coordinate with the Governance and Ethics & Compliance Departments to ensure Committee Charter obligations are addressed in Committee agendas and materials
- Manage follow-up of open items following Board and Committee meetings
- Manage the payment of Directors fees and expenses in coordination with Fiscal
- Provide single point of contact for the Board members regarding external state agency communications to a Board member from Bureau of State Auditors; California Department of Insurance, Division of Industrial Relations etc and coordinate with the appropriate Departments for timely responses
- Manage new director on-boarding and coordinate director orientation process with the Learning & Development department
- Manage the administration of exiting Board members
- Coordinate with Human Resources regarding compliance with FPPC Form 700 filings
- Manage the director compensation program and maintain informational/reference materials
- Prepare initial drafts of minutes, coordinate drafting of resolutions and certifications